King County	Department of Adult and Juvenile Detention Adult Divisions General Policy Manual	
	Chapter 1 **Administration and Personnel Management**	
1.03.019, Employee Appearance Standards	Approved By:	Director Allen Nance
	Effective Date:	May 25, 2023
	Reviewed By:	PRC, ESJ Committee
	Review Date:	May 10, 2023
Distribution:	Document Code No.	

Purpose
To establish procedures for appearance standards for department personnel.

Policy
It is the policy of the department that staff adhere to professional standards for appearance while on duty. A staff member's appearance shall not impede his or her ability to perform the essential functions of their position or create safety and/or security issues within the workplace. The department is committed to the safe and efficient operation of its facilities.

References
Department Policy: 1.03.039, Approved Employee Dress

Definitions
Uniformed staff: Any staff member who is issued a department uniform which is worn while on duty.
Non-uniformed/other staff: Any staff member who is not issued a uniform and personally purchases their on-duty clothing.
Professional: Appropriate for the occupation or profession that is represented.

A. General Appearance Guidelines for Staff

1. Hair shall be clean and well groomed. Hair that is longer than shoulder length must be tied back while on duty (e.g., ponytail, braid, bun, etc.) and shall not exceed the middle of the back.
2. Hair color shall be of a natural hair tone. Natural hair tones are defined by the FBI as physical descriptor hair colors, i.e., black, brown, blonde, red, or grey.
3. Hairstyles that obstruct vision or present a safety or security issue shall not be permitted.
4. Hair ties, clips, pins, or bands that present a safety and security issue are not permitted.
5. Wigs, hair attachments and hairpieces are permitted if they conform to the hairstyle guidelines under #2 and #3.
6. Only department approved headgear is permitted while on duty. Headgear is

not permitted within the secure detention area of the facility, on court detail or hospital guarding; exceptions may be made on a case-by-case basis by Human Resources staff for religious or medical accommodations only.

7. Fingernails shall be moderate in length, sufficiently trimmed so the staff member can wear protective nitrile gloves, use a keyboard, operate a control panel and/or touchscreen and not present a safety or health hazard to themselves, other staff or inmates. Fingernails shall not have jewelry attachments.
8. Facial hair shall be kept clean, neatly trimmed, and no longer than ½ of an inch, exceptions to this length may be made on a case-by-case basis by Human Resources staff for religious or medical accommodations only, this is accomplished by contacting DAJD, Leave Management. Facial hair that restricts a staff members' ability to properly fit either an N95 mask or the wearing of a CAPR/PAPR, riot helmet, any other headgear or respiratory protective equipment is not permitted, unless an exception has been granted, following Section D below.
9. Tattoos that are obscene, gang related or racially insensitive are not permitted. The Department Director or designee shall make the final determination on whether a staff member's tattoo is permitted.
10. The Department Director or designee shall make the determination on whether other permanent and semi-permanent body modifications (e.g., scarification, embedded jewelry, teeth sharpening, etc.) constitute a safety and security concern and if they will be permitted, following Section D below.
11. Sharp-edged jewelry is not permitted.
12. Staff may not wear hoop earrings, ear lobe gauges or any earrings that may present a safety or security issue to themselves, other staff or inmates.
13. Visible piercing related jewelry that creates a safety and/or security issue in the workplace is not authorized.
14. Necklaces are permitted as long as they are tucked under the staff's uniform.
15. Mirrored or dark sunglasses are not permitted while on duty within the facility.
16. Non-uniformed staff members shall wear business casual attire while on duty.
17. If there is any conflict regarding the appropriate and proper personal uniform appearance while on duty, final determination will be made by the supervisor.
18. Supervisors may inspect uniforms and grooming appearance at any time.

C. Specific Appearance Attire Guidelines

Department staff members attending court and trainings shall comply with the following attire standards:

1. Court appearances:
   a. Department staff members shall appear professional.
   b. Non-uniformed staff shall wear business attire.
2. Training:
   a. While attending training, staff shall dress as indicated in the training bulletin or as required by the external training agency.
      1) If no specific attire is indicated in the training bulletin, staff's attire shall be consistent with their regular department position.

D. Accommodations

1. Employees seeking any accommodation regarding this policy shall contact DAJD, Leave Management.

2. The Department Director or designee shall make the final decision regarding any request for accommodation.
3. Documentation of accommodations/exceptions will include who made the decision and shall be forwarded to Human Resources.
4. Human Resources shall notify management of any approved accommodations.